

**CONFIDENTIAL**

Approved For Release 2003/05/05 : CIA-RDP84-00780R003100110037-8

DD/S 69-2100

7 MAY 1969

MEMORANDUM FOR: Executive Director-Comptroller

SUBJECT : Speakers for Non-Government Groups

1. This memorandum suggests action by the Executive Director-Comptroller in paragraph 5.

2. The 21 April 1969 letter addressed to you from Lorna Hahn, Director, Intelligence Research Analysis Program, American University, apparently results from a misinterpretation of guidance that I furnished to the Director of Training in a memorandum dated 24 December 1968. A copy of my memorandum is attached hereto for your information.

3. You will remember that Agency personnel were participating in two separate programs at American University -- the Business Conference for International Understanding (BCIU), and the program in Intelligence Research and Analysis, sponsored by the School of International Service. Since 1961, under arrangements worked out between Matt Baird and Dean Griffith of the School of International Service, a lecture on the Agency's purpose and its role in the community had been provided to the BCIU. In 1964, [redacted], in response to then Director Harold Randall's personal invitation, introduced a three-hour briefing on international communism -- a briefing he continued to give until September 1968. This program was reviewed by you and Mr. Kirkpatrick during Mr. McCone's tenure as Director and approval was given to continue it. In the fall of 1968, an article in Electronics Magazine noted that one of the lecturers in the BCIU was from the Central Intelligence Agency and this fact made ". . . some businessmen wonder if it would not be best to avoid BCIU altogether." Ambassador Randall having been replaced at American University, and not seeing any advantage to be gained from continued participation in the seminar, I agreed with the Office of Training's proposal that we cease participating in the BCIU seminar.

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4. At the same time that this review of the BCIU was going on, we also took a look at the participation of Agency officers in the program in Intelligence Research and Analysis. In your letter of 1 February 1967 to the program director, Dr. David C. Holly (copy attached), you noted that, as a matter of policy, you did not think that the Central Intelligence Agency should participate directly in the instructional programs of colleges and universities. You did not, however, see any objection to qualified officers of the Agency contributing their time and ability to educational programs independently and on invitation from program directors.

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As you will note in the second paragraph of my 24 December 1968 memorandum, I essentially restated this policy, only adding that it would seem appropriate, given the present climate of campus unrest, that Agency officers should steer clear of instructional programs which relate in any manner to functions and responsibilities in the field of intelligence. In other words, I did not intend to shut off participation by Agency individuals, participating by invitation on their own time, and subject to normal Agency clearances. It would seem that in transmitting this guidance to Dr. [redacted] my caution has taken on the form of a prohibition. I shall see that this point is clarified with those Office of Training officers who are briefing prospective lecturers for outside groups.

5. The attached letter addressed to Dr. Hahn is proposed for your signature.

SIGNED R. L. Bannerman

R. L. Bannerman  
Deputy Director  
for Support

4 Atts

- Att 1: Memo dtd 24 Dec 68 to DTR frm DD/S, subj: Speakers for Non-Government Groups
- Att 2: Ltr dtd 21 Apr 69 to Ex. Dir. -Compt. frm D/IRAP, subj: Agency members no longer permitted to speak on AU campus
- Att 3: Ltr dtd 1 Feb 67 to D/PIRA frm Ex. Dir. -Compt. subj: CIA should not participate in instructional programs
- Att 4: Proposed ltr to D/IRAP frm Ex. Dir. -Compt.

SOS/DDS:RBW:dlk (5 May 69)

Distribution:

Orig - Adse w/x of atts (Att 1:DD/S 68-6137, Att 2:DD/S 69-1975, Att 3:DD/S 67-0314  
1 - ER w/x of atts  
✓ 1 - DD/S Subject w/x of atts  
1 - DD/S Chrono

Att 4: DD/S 69-9106

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DD/S 68-6187

24 DEC 1937

MEMORANDUM FOR: Director of Training

**SUBJECT** : Speakers for Non-Government Groups

REFERENCE : (a) Memo dtd 27 Nov 68 to DD/S from  
DTR, sub: Weekly Report of OTR

(b) Memo dtd 10 Dec 68 [redacted]  
frm C/OTR/P&M, subj: Business  
Council for International Understanding

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1. I am in agreement with the proposal in the last paragraph of Reference (b) that we cease participating in the seminar for the Business Council for International Understanding. Please follow up to see that this is accomplished in an appropriate manner which will not create undue problems for American University.

2. Given the present climate of campus unrest and the high degree of attention that the Agency attracts when participating to any degree in educational activities, I believe it appropriate that we discourage individual officers from participating in instructional programs which relate in any manner to functions and responsibilities in the field of intelligence. I do not mean that individual employees should be prohibited from participating as instructors in various disciplines when personally invited by educational institutions, and after appropriate approval has been given by the Agency. I do think that we should steer clear of involvement in such courses as the Program in Intelligence Research and Analysis, also offered by American University.

SIGNED R. L. Bannerman

R. L. Bannerman  
Deputy Director  
for Support

SOS/DDS:RBW:Ism (19 Dec 68)

**Distribution:**

Orig & 1 - Adse

1'- DD/S Subject w/O of ref a. & O of ref b. (DD/S 68-6036)

## 1 - DD/S Chrono

SCOTT

## Problems from automation downgrading and decentralization

THE AMERICAN UNIVERSITY  
WASHINGTON, D. C. 20016

DD/S 69-1975

SCHOOL OF INTERNATIONAL SERVICE

April 21, 1969

Col. Leonard K. White  
Executive Director  
Central Intelligence Agency  
Washington, D.C. 20505

Dear Col. White:

I am writing you at the suggestion of Dr. [REDACTED] a recent STAT guest lecturer in my seminar on Intelligence Research and Analysis, who has informed me that members of your agency are no longer permitted to speak on the American University campus.

As you doubtless know, students in the Intelligence Program have profitted immensely from the contributions of past guest lecturers. Indeed, I might say, in the parlance of the day, that they would be severely culturally deprived if this special Head Start project were to be terminated when the course is given again next fall. Furthermore, since no problems whatsoever have arisen from previous guest appearances, and since various arrangements can be made in the future to comply with other agency regulations concerning Who speaks Where on What, I feel that the current prohibition should and can be rescinded.

I would, at any rate, like very much to discuss the matter with you. If you are amenable, you may reach me by phone at 244-6800, ext. 218, or at 966-9326.

Thanking you for your courtesy, and looking forward to hearing from you, I am

Sincerely yours,

*Lorna Hahn*

Lorna Hahn, Director  
Intelligence Research  
Analysis Program

LII:v1

DDA 64-70314  
Executive Registry  
67-5370

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1 FEB 1967

Dr. David C. Holly, Director  
Program in Intelligence Research and Analysis  
The American University  
Massachusetts and Nebraska Avenues, N.W.  
Washington, D.C., 20016

Dear Dr. Holly:

Thank you for your letter of 3 January 1967. I am pleased that some of our officers have made a contribution to the Program in Intelligence Research and Analysis.

As a matter of policy, I do not think the Central Intelligence Agency should participate directly in the instructional programs of colleges and universities. I do not, however, see any objection to qualified officers of the Agency contributing their time and abilities to educational programs in institutions of higher learning independently and on invitation from program directors such as yourself. Their presentations would be subject to security restrictions; however, we have a simple and effective procedure for granting clearance of subject matter to Agency officers who wish to make public presentations.

If Mr. [redacted] and such other officers as you believe can contribute to your program wish to offer their services to The American University for the Program in Intelligence Research and Analysis, the Central Intelligence Agency will interpose no objection.

Sincerely,

/s/ L. K. White

L. K. White  
Executive Director

70-50 2 52 VH

Dr. Lorna Hahn, Director  
Intelligence Research Analysis Program  
School of International Service  
The American University  
Massachusetts and Nebraska Avenues, N. W.  
Washington, D. C. 20016

Dear Dr. Hahn:

Thank you for your letter of April 21, 1969. It is apparent to me that our Agency policy with respect to guest lecturers has been misinterpreted to you.

In my letter of 1 February 1967 to Dr. David C. Holly, I noted that, as a matter of policy, I did not think that the Central Intelligence Agency should participate directly in the instructional programs of colleges and universities. Given the present climate of campus unrest and the high degree of attention that the Agency attracts when participating to any degree in educational activities, I think you will agree that we should discourage individual officers from participating in instructional programs which relate to functions and responsibilities in the field of intelligence; this is a recent addition to our earlier policy position. However, we do have a number of qualified officers in the Agency who could contribute their time and abilities to educational programs independently and on specific invitation from program directors. We would hope that these officers would be invited to participate in courses in the various disciplines in which they may be qualified other than in intelligence subjects. Although we have certain security restrictions, we do have rather simple procedures for granting clearances for such matters to officers who wish to make public presentations.

I fear that this may not be an entirely satisfactory answer from your point of view, but we have found it advisable to adjust Agency procedures and policies to avoid, if at all possible, the creating of additional problems for the Agency and university administrators.

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Sincerely,

L. K. White  
Executive Director

SOS/DDS:RBW:dlk (6 May 69)

**Distribution:**

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1 - ER

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Approved FOR RELEASE UNDER E.O. 14176 CLASSIFICATION: UNCLASSIFIED DATE: 28 APR 1968 BY: 003100110037-8

### OFFICIAL ROUTING SLIP

TO	NAME AND ADDRESS		DATE	INITIALS
1	Deputy Director for Support			
2				
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6				
	ACTION	DIRECT REPLY	PREPARE REPLY	
	APPROVAL	DISPATCH	RECOMMENDATION	
	COMMENT	FILE	RETURN	
	CONCURRENCE	INFORMATION	SIGNATURE	

#### Remarks:

Bob:

Ed Proctor tells me that [redacted]  
was advised by OTR that we should not allow our  
people to participate in this program in the future.

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Please look into it, let me know the facts,  
and prepare a recommended reply to American  
University.

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[redacted]  
LKW

FOLD HERE TO RETURN TO SENDER

FROM: NAME, ADDRESS AND PHONE NO.	DATE
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### OFFICIAL ROUTING SLIP

TO	NAME AND ADDRESS	DATE	INITIALS
1	Acting DD/I		
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ACTION	DIRECT REPLY	PREPARE REPLY	
APPROVAL	DISPATCH	RECOMMENDATION	
COMMENT	FILE	RETURN	
CONCURRENCE	INFORMATION	SIGNATURE	

#### Remarks:

Please let me have your views.— who  
claims that members  
of CIA are no longer  
permitted to speak on  
the A. U. Congress?

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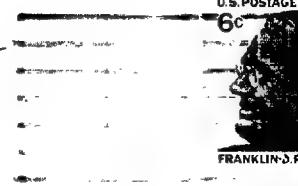
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FROM: NAME, ADDRESS AND PHONE NO.	DATE
Executive Director-Comptroller	23 Apr 69
UNCLASSIFIED	CONFIDENTIAL
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*Prof. S. Hahn*  
**THE AMERICAN UNIVERSITY**  
SCHOOL OF INTERNATIONAL SERVICE  
WASHINGTON, D. C. 20016

Approved For Release 2003/05/05 : CIA-RDP84-00780R003100110037-8



Col. Leonard K. White  
Executive Director  
Central Intelligence Agency  
Washington, D.C. 20505

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ADMINISTRATIVE — INTERNAL USE ONLY

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11 December 1968

MEMORANDUM FOR THE RECORD

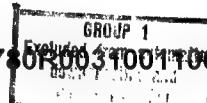
SUBJECT: Intelligence Courses - American University

1. At the DD/S Noon Meeting on 6 December 1968, Mr. Bannerman asked that we find out some of the background facts on an Intelligence Course which is offered at American University. I checked with OTR and found out the following:

a) At AU there is a School of International Services consisting of an Intelligence Production Section and an Intelligence Techniques Section. This School was organized in March 1964 with the support of, and participation in its development by, the then Executive Director-Comptroller and the Director of Training who worked closely with Dean Ernest Griffith of American University. Dr [redacted] [redacted] of OTR was quite active in the initial planning of the school and was affiliated with the school from the time of his Agency retirement in February 1964 until the summer of 1965.

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b) Since its beginning, the Agency has sent speakers. The speakers are known as Agency employees, but do not appear as Agency-sponsored speakers. We have no formalized connection with the school except Agency employees are invited to speak. Attached is a memorandum, dated 1 February 1967, in which Colonel White stated he did not think CIA should participate directly in this or any other instructional programs of colleges or universities, but he saw no objections to qualified officers contributing their time and talents to such programs independently and on invitation. Their presentations would be subject to security restrictions.



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2. There is no connection between this AU School of International Services and the Business Council for International Understanding. Several Agency employees, however, have spoken at both facilities.



Support Operations Staff/DDS

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Attachments:

DD/S 67-0314, letter to Dr. David C. Holly, frm Ex. Dir-Compt.,  
dtd 1 Feb 67.

Memo for Discussion, frm [REDACTED](C/IS/OTR), subj: Agency  
Participation in American University Course, Seminar and Workshop  
in Intelligence Analysis.

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*Weekly*

27 November 1968

MEMORANDUM FOR: Deputy Director for Support *See add*

SUBJECT : Weekly Report of the Office of Training

1. Instructor Training Course Planned for Commo

An Instructor Training Course for about ten instructors of the Communications Technical Training School is scheduled [redacted] for the two-week period beginning 10 February. The course will be conducted by an

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[redacted] OTR instructor who is experienced in providing instructor training to Communications personnel. A second running of this program is planned for April 69.

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4. Clandestine Services to Activate Language Skill Maintenance Program

The Clandestine Services plans to begin some component-conducted language classes on 6 January to assist employees in maintaining their levels of proficiency in specific foreign languages. The OTR Language School will provide assistance in teaching methods and supply some of the materials needed. Almost 300 CS employees have expressed interest in taking refresher training. Requests for French, German, Spanish and Russian classes predominate.

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5. Writer for Technical Magazine Takes Crack at Agency Lecturer

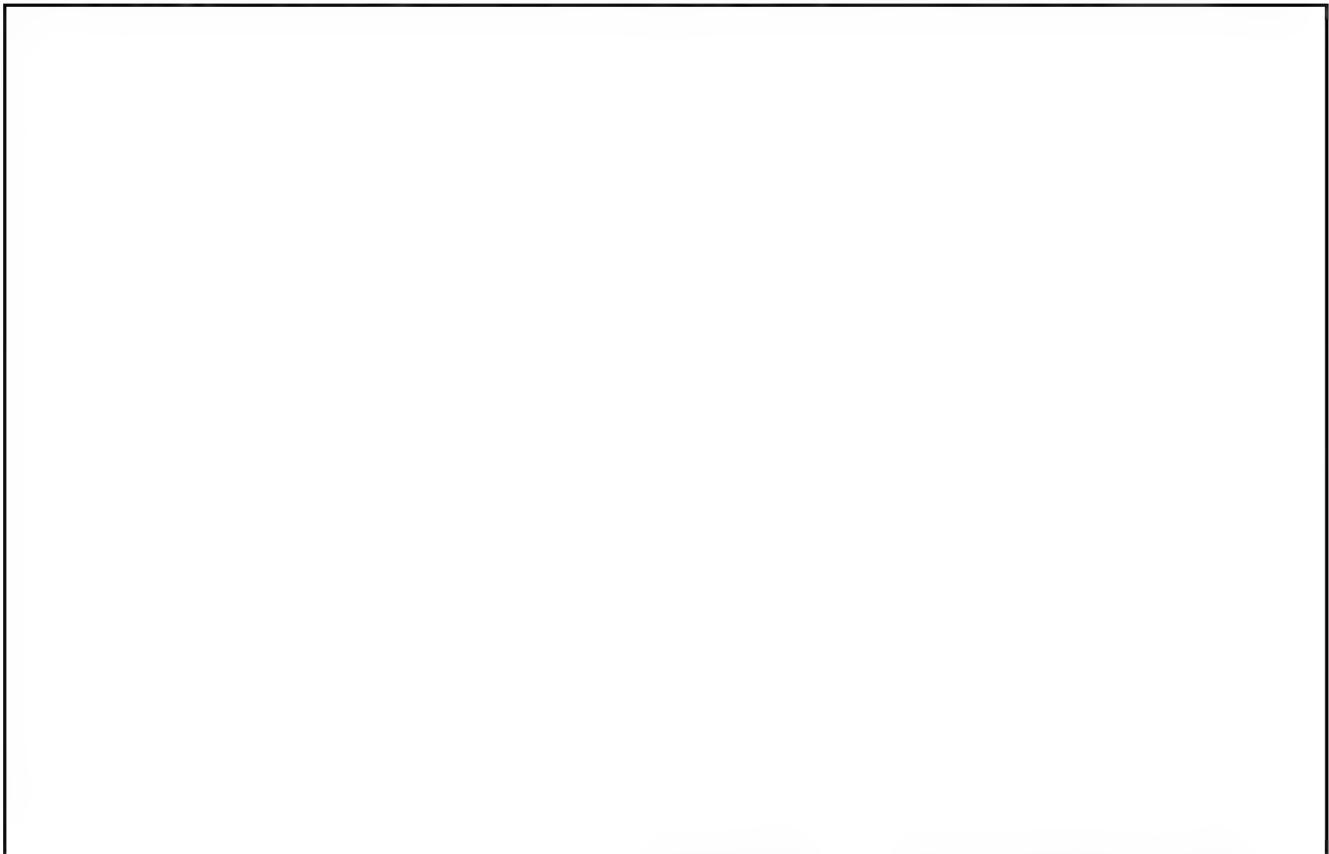
The Business Council for International Understanding sponsors frequent four-week programs for businessmen slated for overseas duty in courses held at American University. OTR frequently furnishes one instructor to talk on "Communism: Theory and Strategy" before the group. The Washington Bureau Manager of Electronics Magazine, in writing about the businessmen's course in the October issue of the magazine, said, "And the fact that one of the lecturers . . . is of the Central Intelligence Agency makes some businessmen wonder if it would not be best to avoid BCIU altogether." The writer also quotes one business executive as saying, "We get enough problems abroad without having lectures by a CIA agent." This publicity, in a technical magazine of limited circulation, is our first inkling that some students may think that a presentation by the Agency is inappropriate. We are examining the advisability of OTR's continuing to participate in this program.

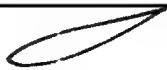
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John Richardson  
Director of Training

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10 December 1968

MEMORANDUM FOR: Mr. [redacted]

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SUBJECT : Business Council for International Understanding

Dick:

Relative to your inquiry about American University's Seminar in International Studies sponsored by the Business Conference for International Understanding (BCIU), one question concerned OTR's relationship with the BCIU and the second concerned comments American University may have had about the article that appeared in the Electronics Magazine. (OTR Weekly, 27 Nov 68, para 5.)

In response to the first, OTR has been identified with the Seminar since it began in early 1961. Dean Griffiths of AU's School of International Service, a friend of Matt Baird, thought that the Agency's purpose and its role in the Community should be described to the business executives seminar. (There are about 90 companies supporting the Seminar--held five times a year.)

It is our understanding that Mr. John McCone, while Director, questioned OTR's support to the program; but, after discussions and correspondence involving Colonel White and Lyman Kirkpatrick, OTR was given approval to continue. Since January 1967, however, the subject of the Agency's mission and function has not been included in the program. In September 1964, [redacted] in response to the then-Director Harold Randall's personal invitation, introduced a three-hour briefing on international communism--a seminar he continued to give until September 1968 when [redacted] substituted for him.

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The second question, concerning AU's comment about the article in Electronics Magazine, doesn't have an answer as yet. BCIU Director Richard Buthwell, who replaced Ambassador Randall last spring, was out of town at the time [redacted] conducted the regular seminar for the November-December group of businessmen. [redacted] chose not

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to discuss the article with Mr. Buthwell's assistant, and he specifically has made no further attempt to contact Mr. Buthwell.

Since the next BCIU seminar is in late January, it is expected the invitation to participate will be sent to the Agency right after the first of the year. It appears this would be an appropriate time to bow out of this flap-potential exercise. The Agency has nothing to gain from providing a communism briefing to the BCIU--actually the only non-governmental briefing given by the School of International Communism.

[redacted] presented the briefing at Ambassador Randall's personal request, and Ambassador Randall has now left the BCIU. 2

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Chief, Plans & Management  
Office of Training

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MEMORANDUM FOR: Director of Communications 19 AUG 1968  
 Director of Finance  
 Director of Logistics  
 Director of Medical Services  
 Director of Personnel  
 Director of Security  
 Director of Training  
 Chief, Support Services Staff

FILE *Training 3*

SUBJECT : Off-Campus Programs, Fall Semester 1968 - 1969

REFERENCE : Memo dtd 14 Aug 68 to DD/I, DD/P, DD/S, DD/S&T  
 fr Ex. Dir-Compt, same subject (DD/S 68-4172)

1. Attached is a memorandum addressed to the Deputy Directors from the Executive Director-Comptroller calling attention to the small number of registrations to date of employees for the Agency's off-campus programs.
2. I wholeheartedly endorse the views expressed in the attached memorandum. There are courses being offered which should be particularly useful to Support careerists. You are requested to encourage employees in your Office to take advantage of this opportunity.
3. Participation in these programs offer excellent and economical means for individuals on their own to increase their professional qualifications. In appropriate cases, employees should be enrolled under Agency sponsorship for justifiable career development purposes.

(signed) John W. Coffey

*jl* R. L. Bannerman  
 Deputy Director  
 for Support

## Attachments

Ref memo

Headquarters Employee Bulletin 

SA-DD/S:DBP:fav (16 Aug 68)

Orig - D/CO w/cy of atts

1 - Each Following Adse w/cy of atts

X - DD/S Subject w/cy of atts

1 - DBP Chrono

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DD's 68-4472  
782 Executive Registry  
68-3620

14 AUG 1968

MEMORANDUM FOR: Deputy Director for Intelligence  
Deputy Director for Plans  
Deputy Director for Support  
Deputy Director for Science and Technology

SUBJECT : Off-Campus Programs  
Fall Semester 1968 - 1969

1. The Agency's off-campus programs of The American University and George Washington University are an excellent and economical training opportunity. Courses offered for the fall semester, at both the graduate and undergraduate level, cover subjects useful to the Agency and include a good selection in the systems field. Details of the programs are described in Employee Bulletin [ ] attached, and in OTR bulletins to training officers.

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2. The number of registrations to date has been small and suggests that we are not making the fullest use of these programs. Although course information has been disseminated, the value of the offerings may not be fully recognized by all potential participants. OTR will continue to accept registrations through 9 September. These courses are an excellent opportunity for both the Agency and its people and senior officers are urged to personally give further encouragement for wider participation.

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for L. K. White  
Executive Director-Comptroller

Attachment:

As stated

12 13 14, 1968

# Headquarters EMPLOYEE BULLETIN

STAT

18 July 1968

## OFF-CAMPUS PROGRAMS - FALL SEMESTER 1968 - 1969 GEORGE WASHINGTON UNIVERSITY AND AMERICAN UNIVERSITY

### Registration

Tuesday, 6 August 1968. 10 a.m. to 3 p.m. Main Auditorium, Headquarters Building. For instructions on registrations after 6 August, interested students should call extension  STAT

### Tuition

George Washington University and American University: \$132 for each three-hour course. Full payment may be made at registration or payment may be made in three installments, the first due at registration, the second 30 days after the date of the first class, and the third 60 days after the date of the first class. Payment must be by check or money order made out to the appropriate University.

### Credit

All courses are for three credit hours. They may be taken separately or as part of an academic core program.

### Semester

All classes begin the week of 23 September and end the week of 13 January 1969. Fifteen weekly sessions of approximately 2 1/2 hours each from 5:45 - 8:15 p.m.

### Classes

At Headquarters Building or other location if necessary.

### Enrollment

Only overt employees may participate. Attendance may be self-sponsored or Agency-sponsored. Consult Training Officers.

### Instructors

Agency employees accredited by the University.

### General Information

Preregistration counseling and other information can be obtained by calling the office of the Registrar, OTR, extension  A representative from STAT

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George Washington University will be available for consultation at time of registration. American University will provide counseling on request.

George Washington University

Acct. 1. Introductory Accounting. Basic principles underlying accounting records, preparation of the work sheet and financial statements. Monday.

Acct. 215. Survey of Managerial Accounting. Nature, preparation, analysis, and interpretation of accounting reports; cost accounting; business budgeting, and internal accounting controls and their use in the management process. Prerequisites: Accounting 1 - 2 or 115 or permission. Monday.

B Ad. 102. Fundamentals of Management. Planning, organizing, directing, coordinating, and controlling activities of the administrative unit; evolution of management thinking. Wednesday.

B + PA 207. Human Behavior in Organizations. Individual groups, intergroups, and other human behavior and development; application of social science research to administration. Practical applications emphasized. Wednesday.

ECON 1. Principles of Economics. Survey of the major economic principles, institutions, and problems in contemporary life. (These two semesters are prerequisites for all other economics courses.) Thursday.

ECON 251. Economic Development. Theories and problems of economic growth. Special attention to the underdeveloped countries. Thursday.

ENGL 1. English Composition. Analysis and practice of expository techniques with emphasis on unity, development and organization. Monday.

ENGL 11. The Writing of Reports. Theory and practice in the writing of technical reports. Prerequisites: English 1 & 2. Tuesday.

HIST 71. Civilization of the United States. Political, social, economic and cultural forces of the United States in their world setting from 1492-1865. Monday.

HIST 145. History of Russia. Rise and revolution of Russia. First semester: Old Regime, 896 - 1900. Tuesday.

MATH 23. Calculus III. Vector concepts, improper integrals, polar coordinates, infinite series, and solid geometry. Prerequisite: Math 22 (Calculus II). Tuesday.

MATH 171. Vector Analysis. Vector algebra, differentiation vectors, vector integral calculus, applications to dynamics and differential geometry. Prerequisite: At least Calculus IV. Monday.

P Sc 5. Introduction to Political Science. Structure, powers, and processes of the American political system. Thursday.

P Sc 212. Seminar-Comparative Government and Politics. Selected topics in comparative political institutions and politics. Each semester is devoted to a selected country or significant institutional or policy problem. Friday.

PSYCH 1. General Psychology. Fundamental principles underlying human behavior. Monday.

PSYCH 22. Introduction to Educational Psychology. Consideration of individual and group differences, adjustments, and the psychology of learning in relation to education and training. Friday.

P Ad 252. Problems in Planning, Programming, and Budgeting. Intensive analysis of developments in federal planning, programming, and budgeting, application of new tools in the decision-making process, evaluation of the systems. Friday.

#### American University

19.305. Introduction to Quantitative Economics. Selected topics from analytical geometry, calculus, linear algebra statistics, and their application to problems in economic research and analysis. Prerequisites: 41.100 and 19.101 (Introduction to Economics). Thursday.

19.500. Price Theory. (Fall Semester). 19.501 (Spring Semester). These courses will present the necessary elements of Price Theory and Income Theory for graduate students enrolled in the Master of Arts Program. The 19.703-6 series is required only in the Ph. D. Program. Tuesday.

41.100. Survey of Mathematics I. Linear equations and relations, sets, compound statements, probability, and functions, with applications in the social and Management sciences. Prerequisites: Two years of high school mathematics. Wednesday.

41.110. Fundamentals of Mathematics. Mathematical logic; number of systems; polynomials; algebraic fractions; exponents and radicals; sets; equations; inequalities; matrices and determinants; functions and relations; algebraic functions. Prerequisites: Three years of high school mathematics or 41.100. Thursday.

ADMINISTRATIVE-INTERNAL USE ONLY

69.400. Managerial Statistics. Survey of first-year statistics.

Prerequisite: 41.100 or graduate status. Tuesday.

55.310. Introduction to Data Processing. An introduction to the problems, principles, and methods of data processing. The course will generally survey types of data processing instruments, methods, systems, and the types and potentials of their applicational use. The course will equip the student to communicate with data processors. Tuesday.

55.530. Automatic Data Processing Systems. A survey of the systems aspect of ADP. Emphasis is placed on the computer organization and equipment operations, the concept of programming, data processing equipment, information and data systems, systems analysis, equipment acquisition and utilization, and data communications systems. Prerequisite: 55.310 (formerly 55.410) or equivalent experience. Tuesday.

55.411. Introduction to Management Mathematics. For those students whose undergraduate mathematics preparation does not include advanced algebra. This course will cover mathematical logic, elementary point set theory, finite probability, Markov chains, difference equations, vectors, and matrices and matrix games. Prerequisite: 41.101. Thursday.

55.511. The Systems Approach. An introduction to the systems analysis approach to the study and design of Managerial and operational organization and process. This course will include problem exercises to illustrate the rigor of the discipline and the nature and scope of its applications. Wednesday.

55.560. Systems Design for Business Operations. The mechanization and automation of office operations. A practical course in the capabilities, applications, and design and use of systems for handling administrative data, cases, and processes. Punch card machines; electronic computers. Prerequisite: 55.530. Wednesday.

DISTRIBUTION: ALL EMPLOYEES

225 68-4510  
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W 11 19 Training 3.

MEMORANDUM FOR: Deputy Director for Support

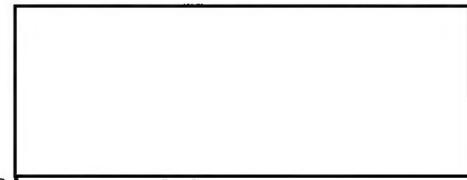
SUBJECT : Off-Campus Programs, Fall Semester 1968 - 1969

REFERENCES : A. Memo dtd 14 Aug 68 to DD/I, DD/P, DD/S, DD/S&T fr  
Ex. Dir-Compt, same subject  
B. Memo dtd 19 Aug 68 to DD/S Components fr DD/S,  
same subject

1. In accordance with references I encouraged all employees of this Office through the senior staff officers to take advantage of the opportunities offered.

2. You will recall that I raised the question of the cover caveat in one of our staff meetings. Subsequent review by the Office of Security, the Cover Staff and OTR led to the decision to continue that caveat, namely that personnel under any cover could not participate.

3. I regret that greater participation by careerests of this Office in the off-campus programs cannot be expected. On the other hand, I am encouraged by the general and widespread enrollment in external training of other types on the part of our people.



Director of Communications

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4. It is recommended that no change in the restriction limiting the courses to "overt" personnel be made at this time.

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Acting Director of Security

CONCURRENCE:



27 AUG 1968

John H. Richardson  
Director of Training

\_\_\_\_\_ Date

The recommendation in paragraph 4 is approved.

SIGNED: R. L. Bannerman

27 AUG 1968

R. L. Bannerman  
Deputy Director  
for Support

\_\_\_\_\_ Date

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✓ 2 - DDS (Chrono) Subject  
1 - D/OTR

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